



Cranborne Primary School

Admission Policy

Revised: October 2017
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Review Date: September 2019



Nursery admission information

Schools are now responsible for their own nursery admissions. Please apply online via the school website. In nursery we have provision for a maximum of 39 places and sessions take place in the morning.

The school wishes to offer flexibility, when possible, but must work within the constraints of budget and contracts of employment. As a result, the school would like to fill full time places first and any other places will be offered on a part time flexible basis. Places are for morning nursery session. We offer a lunch club and wrap around afternoon care at a competitive additional cost.

We allocate places for a September 2020 start if your child is born between 1st September 2016 and 31st August 2017. If you feel your child would benefit from a different start date to the aforementioned then please let us know and we will try to take this into consideration. Regarding allocation of all places, if there are particular extenuating circumstances, then the school will always listen and review this situation. Child-care arrangements are not deemed to be extenuating circumstances.

Hertfordshire County Council is required by law to deliver 15 hours a week of free early years provision for all three and four year olds. Full-time provision at Cranborne is three hours per session five days a week.

What we offer:

Cranborne Primary School offers 15 hours of child care, Monday to Friday morning, term time only. This offer is made for children in the September after they turn 3 years old. We have 39 places available in our Nursery.

All parents are entitled to 15 hours of free childcare, however we also offer a Lunchtime Club and a Wraparound Club for those parents who require the extra hours of childcare, however these are chargeable to the parent/carer. The Nursery operates from 8:45am to 11:45am, Lunchtime Club operates from 11:45am to 12:30pm and costs £3 a day, and the Wraparound Club operates from 12:30pm to 3:30pm and costs £12 a day. If a child is staying for Wraparound Club, they must stay for Lunchtime club and parents must provide a packed lunch. Lunchtime Club and Wraparound Club must be booked and paid for in advance.

What am I entitled to?

All children who are three or four years old are entitled to 15 hours of free childcare. Some children may be entitled to 30 hours of free childcare. This additional provision is not offered on site at Cranborne but we can direct you other settings that do offer this and you are entitled to mix and match.

How do I apply?

In Potters Bar, we have worked together to agree times and a process that align. All parents need to apply directly to the school by filling out an application form. At Cranborne, we have created an online form.



When do I apply?

Key Dates:

- February 2020 Apply online: Application Window Opens on Cranborne School Website (use online application form)
- March 2020 Deadline to apply for a school place (After this time applications will be treated under the 'late applications' criteria.)
- April 2020 Local allocation of places week (via email at Cranborne).
- May 2020 Accept place by this date.

How are applications considered?

Once the closing date has arrived, we will then consider all the applications made. If there are less than 39 applications made, all offers will be made. If we receive more applications, then the following criteria will be applied:

- 1.Does your child have an EHCP?
- 2.Is your child a looked after child?
- 3.Does your child have any medical or social reasons that make Cranborne the best placed setting for your child?
- 4.Does your child have a sibling in the school?
- 5.Does one or more of the parents work in the school (teaching responsibility or senior leader with at least two years service)?
- 6.Do you intend your child to be in the Nursery for each morning session (full time places have priority over part time)?
- 7.Do you live close to the school (shortest distance will take priority)?

To be eligible for criteria 1-3, further documents will be required at the point of application. If these are not sent to the school before the application deadline, this criterion will not be considered.

How will distances be measured?

We will use the following online distance measuring tool to calculate the straight line distance from your house to the school

www.daftlogic.com/projects-google-maps-distance-calculator.htm

When will offers be made?

Offers will be made at the beginning of April 2020. Parents will have until the beginning of May to accept or reject the offer.

Once a place has been accepted at Cranborne, we will make contact, giving you details of a chance to visit before your child begins school.



The guidance regarding summer born children based on their date of birth range is as follows:

- **Children born between 1 April and 31 August 2016 (who would normally join Reception in September 2020)**

Parents of summer born children – born between 1 April and 31 August 2016 – who believe that their child should be admitted to the Reception class at age 5, to start in September 2021 rather than 2020, can be advised to make an application next year (for the 2021 Reception admissions round).

- **Children born between 1 April and 31 August 2015 (who would normally join Year 1 in September 2020):**

Parents of summer born children – born between 1 April and 31 August 2015 – who were expected to have started Reception in September 2019, can apply this year for the 2020 Reception intake. Hertfordshire County Council will accept and process these applications from summer born children (born between 1 April and 31 August 2015) for the September 2020 intake.

Summer born children continuing at current nursery setting

Parents of summer born children who wish to apply for Reception in 2021, have the option for their child(ren) to stay at their current nursery class or school without having to reapply for a nursery place for September 2020. Children can remain in their current nursery setting until the term in which they turn 5. Parents that wish their child to remain at their current nursery setting must notify their nursery before the end of the Spring term (i.e. prior to the Easter break). The nursery can then take the number of summer born children continuing for another year into account when allocating places for September 2020.

Admission information for all other year groups

Hertfordshire County Council is responsible for providing places in schools for children of statutory school age. The statutory age lasts from the beginning of the term after a child's fifth birthday until the end of the school year in which the child becomes 16 years of age.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

The number of places in a school is set according to the accommodation available to the school. The way of doing this is decided by the LA. The result is an admissions limit, which, for Cranborne Primary School, is 60 children for each school year. This means that if places are sought for 60 or fewer children in the appropriate school year, all will be admitted. By law, infant classes cannot exceed 30 children to one teacher.

For further online guidance regarding admissions please go to www.hertfordshire.gov.uk/admissions



Please apply online for a school place on www.hertfordshire.gov.uk/admissions

Admissions can also be contacted by phoning 0300-1234043.

Admission rules for all other year groups.

Hertfordshire County Council's oversubscription criteria for community and voluntary-controlled first, infant, primary, junior and middle schools for the school year 2020/2021

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health Care Plan (EHCP) that names their school.

If there are fewer applications than places available at a school, all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription Criteria

Rule 1 Children Looked After and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)*.

Rule 2 Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, **which include children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.**

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3 Sibling

Children who have a sibling on the roll of Cranborne school at the time of application*. This applies to Reception through to Year 5 in Primary Schools.

Rule 4 Staff Children

Children who have a parent with teaching responsibilities or a Senior Leader at the school who have served at least two years.



Rule 5 Nearest School

Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith.

Rule 6 Distance

Children who live nearest to the school. Children not considered under Rule 5 will be considered under rule 6

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

Tie Break

Where there is a need for a tie-break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC Admissions Database has an individual random number assigned, between 1 and 1,000,000, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

* ***Please see the 'Explanatory notes and definitions 2020/21 document below for a full explanation/definition.***

Continuing Interest (CI)

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

Fair Access

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

REVIEW



This policy will be reviewed annually.



Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2020/21

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.³

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.



Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.



Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

All applications are considered individually but a successful application should include the following:

- a. ***Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted***
OR
- b. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- c. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- d. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- e. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol.



Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Multiple births

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

Home address

The address provided must be the child's current permanent address at the time of application. "At the time of application" means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.



If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.



Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and voluntary controlled schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Definition of "nearest school" for secondary/upper admissions

For coeducational community schools, the "nearest school" definition for rule 4 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

Note – non-partially selective means that the school does not offer any places based on academic ability.

Coeducational schools/academies which select partially on ability are:

- Dame Alice Owen's School
- Parmiter's School
- Queens' School
- Rickmansworth School
- St Clement Danes School

For all coeducational community schools this definition applies to rule 4.

Definition of "nearest school" for primary/junior/middle admissions

The definition of "nearest school" includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.



An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2019 for secondary transfer and 3 February 2020 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*



Age of Admission and Deferral of Places

Hertfordshire County Council's policy is that children born on and between 1 September 2015 and 31 August 2016* would normally commence primary school in Reception in the academic year beginning in September 2020. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2016 and 31 August 2016 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2020 they should contact the home LA, and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2021) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2020 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".



If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

Nursery Provision

Some schools have a nursery unit or deliver pre-school nursery education.

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.